BALTIMORE
OFFICE OF PROMOTION & THE ARTS

Sondheim Prize Program Internship
Spring 2018 Semester

Position Description

The Sondheim Prize Intern is a part-time unpaid position, reporting to the Sondheim Prize Administrator. The primary responsibilities of this position are to assist with organizing application materials, to assist in the administration of the program's jury process, to update the Sondheim Prize section of the Cultural Affairs blog, create content for social media in reference to the Sondheim prize and its applicants and to assist with the curatorial aspects of the program. This position will also assist with project management of visual artworks included in Light City 2018. Duties include, but are not limited to:

- Assists with organizing application materials includes:
  - Reviewing of artist submissions for completeness and follows-up with artists to confirm receipt of submission and to obtain any missing materials;
  - Assisting with the preparation of video submissions for the jury panel;
  - Preparing lists of applicant information;
  - Organizing application materials for Artscape Gallery Network curators;
  - Assisting in the management of the online artist submission database.
- Assists in the administration of the program's jury process includes:
  - Helping to insure that online jury system is meeting the needs of the jury panel;
  - Assisting in the organization of jury scores and dissemination of jury results;
  - Composing & editing correspondence on behalf of program staff;
  - Assisting in collection and organization of additional materials for second round of jury review;
  - If possible, traveling with Sondheim Prize Administrator to assist with second round of jury review.
- Updates to the Sondheim Prize section of the Cultural Affairs online blog includes:
  - Writing new content for blog and social media;
  - Assisting in the development of compelling blog and social media posts;
  - Building blog pages to provide historical Sondheim Prize information;
  - Posting new artist opportunities to blog and social media pages;
  - Assisting in raising awareness of the Cultural Affairs online blog.
- Assists with the curatorial aspects of the Sondheim Prize program includes:
  - Corresponding with artists chosen for exhibitions;
  - Organizing information on artworks available for exhibition;
  - Scheduling studio visits with exhibiting artists;
  - Assisting in the creation of a curator's exhibition binder;

- o Editing and composing short artist bios;
- o Collecting, writing and formatting exhibition didactics;
- o Organizing artwork needs for exhibition and assisting with resolving those needs;
- o Preparing for exhibition installation.
- Assists with the project management of visual artworks included in Light City 2018 includes:
  - o Correspond with artists participating in exhibition;
  - o Assisting in the resolution of project needs as they arise;
  - o Organize applicants work for On Demand Exhibition;
  - o Assist during installation, exhibition and deinstallation of Light City 2018.

Qualifications

The ideal candidate is a dynamic, people-oriented individual with outstanding organizational skills and familiarity with or desire to learn more about the local artist population. Additional required skills:

- Art, Art History, Arts Education or Arts Administration major or graduate student
- Current college or graduate students are eligible to apply. **Applicants who are not registered students are not eligible.**
- Excellent oral and written communications skills, including the ability to write for diverse needs.
- Strong analytical skills, ability to multi-task, and strong attention to details
- Ability to conduct internet research
- Ability to assess online presence and brainstorm enhancements
- Understanding of importance of accuracy and professionalism when handling jury results
- Knowledge of Social Media tools, including Wordpress, & MS Word, Excel, Access, and PowerPoint

Hours & Compensation

- Student must be available at least two days per week or the equivalent of at least 14 hours per week; BOPA is open Monday to Friday from 9:00am to 5:00pm, but hours outside these times are sometimes necessary.
- It is highly encouraged that student is available for some of the days of Light City 2018; April 14 – April 21.
- This is an unpaid position.
- Intern may be eligible for gaining college/university credits toward graduation. (Intern should explore this possibility with their school prior to applying for the internship.)
- Parking or Monthly Transit Pass may be provided to Downtown Baltimore pending availability.

To Apply for an Internship:

Please send your resume and cover letter by email to: Kim Domanski at KDomanski@promotionandarts.org. In the Subject Line of your email, please identify the name

of the internship and semester for which you are applying.

Application Deadlines:
Application due no later than **December 1st, 2017.**

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